

Colorado and COVID-19

BUSINESS AND WORKFORCE RESOURCES

COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT

General Info and Resources on Coronavirus

<https://www.colorado.gov/pacific/cdle/information-and-resources-coronavirus>

Work-share Program: This program gives employers an alternative to laying off their employees. Employees can keep working, but with fewer hours. While they are working fewer hours, CDLE will pay them part of their regular unemployment benefits.

https://www.colorado.gov/pacific/sites/default/files/WorkShareInfoEmployers_0.pdf

US DEPARTMENT OF LABOR

Main page for COVID-19

<https://www.dol.gov/coronavirus>

OSHA - Preparing your Workplace

<https://www.dol.gov/newsroom/releases/osha/osha20200309>

Unemployment Insurance Flexibilities:

<https://www.dol.gov/newsroom/releases/eta/eta20200312-0>

BUSINESS SUPPORT

Colorado Small Business Development Center

Disaster Preparedness:

<https://www.coloradosbdc.org/>

Small Business Administration

Guidance and Loans

<https://www.sba.gov/>

US Chamber

<https://www.uschamber.com/coronavirus>

As Coronavirus-19 continues to impact business owners, employers and employees, we hope the resources listed here will provide you with guidance and support.

3.17.20



**COLORADO STATE UNIVERSITY
EXTENSION**

REMOTE WORKER CONSIDERATIONS

1. **Prepare.** Before an employee becomes remote, discuss work hours, assignments, and develop a work plan that includes communication and accountability plans.
2. **Software support.** Assure employees have access to the internet with a reliable connection as well as proper software to work, communicate and collaborate. Common apps include Microsoft and its app, Teams. Others include Google Suite and Slack for communication and email, as well as project management and collaboration tools like Trello.
3. **Security.** Employees will likely not have your measure of security on their home computers. Consider investing in two-factor authorization. Employees should remember to never share their passwords and should remain vigilant about phishing scams and clickable links and attachments.
4. **Communication.** Create clear expectations for frequency and method for communication, including protocols for full-staff and one-on-one virtual meetings. Investing in Zoom or other app that allows you to "see" each other supports connection; some employees may need noise-canceling headphones for meetings if they have a busy household.
5. **Virtual meetings.** Assure each meeting has a facilitator to move the meeting forward, assure it stays on track and brings all the voices into the discussion. Start the meeting with everyone muted to assure household noises don't disrupt the call. Pause during virtual meetings to allow folks to process and for shy participants to have the room to voice an opinion. Remind attendees to use the chat window as well. Recording your meetings assures everyone can attend and provides a way to review staff engagement.
6. **As time passes,** you will need to be intentional about reaching out to your staff. Consider having a weekly group chat just to catch up with each other over lunch or a "virtual coffee" break, or call them to check in. This adjustment maybe harder on some staff than others, so be sure to ask how they are doing and give them time and room to share both their concerns and their ideas. Remind them this will end!

Compiled from Sources: SBDC, Harvard, HR at Univ. of FL, Remoters.com, Microsoft, Owl Labs

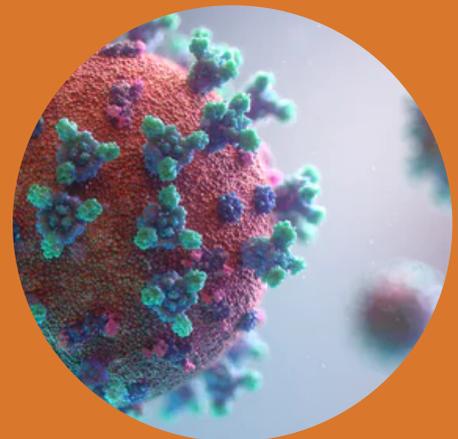
GENERAL COVID INFORMATION:

US Centers for Disease Control

<https://www.cdc.gov/>

World Health Organization
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

CO Department of Public Health and Environment
<https://www.colorado.gov/pacific/cdphe>



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